

ATTACHMENT TO THE 2011 CONTRACT FOR ADULT ALTERNATE CARE

A. INTRODUCTION

1. An **Adult Family Home** is a family living arrangement for up to four unrelated adults who need support and training above the level of room and board. A **Community Based Residential Facility (CBRF)** is a living arrangement for five or more unrelated adults who need support and training above the level of room and board. For purposes of compliance to requirements per this attachment, **RCACs** are considered adult alternate care providers.
2. Each client will have an assigned case manager, who is an employee of Jefferson County Human Service Department. The case manager's overall responsibility is to the client. This responsibility includes assessment, planning, referral to appropriate resources, follow-along, and advocacy. Recommendations regarding the provision of services will be made by the Purchaser to the Provider. It is the policy of the Purchaser that the case manager visit each client in alternate care placement, and it is expected that the Provider will be available at each visit.

B. PAYMENT FOR SERVICES

1. The Provider is to submit billing statements to the Purchaser within three days after the month of service. The statement is to show the days of care provided and the amount due for services provided. The Provider must also submit a monthly report of units of service along with the billing statement. Payments for authorized services for which statements are received on a timely basis will be made by the fifteenth of the month following the month of service. The rates to be paid by the Purchaser for services provided are as shown on the Contract Summary.
2. Payment will be made by the Purchaser for days of service provided plus authorized absences. Variations from this must have written approval by the Purchaser's Contract Administrator or Alternate Care Supervisor.
3. Rates of payment are determined based on the level of support, training, and/or assistance needed by the client in the areas of self care, receptive and expressive language, basic learning, mobility, self direction or independence, and social and emotional needs.
4. The Purchaser is not responsible for payment of security deposits or advance payments.

C. PROVIDER RESPONSIBILITIES

1. The Provider is to comply with policies and procedures established by the Purchaser for adult alternate care services, and must meet the standards required for certification/licensure as are applicable.
2. The Provider will comply with training requirements and criminal background checks, in accordance with applicable Statutes and Standards, will maintain documentation of training received, and will provide the Purchaser with documentation of such on an annual basis.
3. The Provider will submit to the Purchaser annually an operating budget in an acceptable format. A staffing worksheet will also be prepared by the Provider and submitted to the Purchaser on an annual basis, unless exempted. Forms will be supplied to the Provider for both requirements.
4. Services are to be provided in accordance with the individual's ~~service plan~~ ^{service plan}, established pursuant to state standards, developed and agreed upon between the Provider and the Purchaser.
5. The Provider is to be an active member of the client's service team, which may also include vocational services providers, school personnel, medical practitioners, and case managers. The Provider will have input into the service plan and will work on a cooperative basis with other members of the team in plan implementation. The Provider will attend periodic meetings of the team, and meetings with other service providers as needed.
6. The Provider is to notify the Purchaser immediately of emergency situations (medical or other situations) involving the client, including things such as hospitalizations, emergency room attention, etc.
7. The Provider will comply with confidentiality requirements and adhere to all legal rights of the client, in accordance with Wisconsin Administrative Code.
8. The Purchaser is not liable for personal injuries or property damages related to services provided under the contract. The Provider must maintain sufficient insurance coverage for loss due to injury, accident (including auto), or other damages.

D. SERVICE REQUIREMENTS

1. "**Room and Board**" is the portion of care that represents the housing and feeding components of care for the resident. "**Supervision**" is the portion of care that represents the monitoring of activities and behaviors of the resident, training and skill building, transportation, recreation and social activities, and other activities as necessary for the individual resident. "Room and Board" and "Supervision" are covered under this attachment to the contract. "**Personal Care**" services, if applicable, are covered under the "Attachment to the Contract for Personal Care Services", separate from the "Attachment to the Contract for Adult AlternateCare". Providers for which "Personal Care" is not listed separately on the Contract Summary will provide such services under the "Attachment to the Contract for Adult Alternate Care" criteria.
2. The Provider is to provide a safe, clean, and homelike living environment for the client. The Provider is to provide three nutritious meals per day and nutritious snacks as appropriate. Special dietary plans are to be followed where necessary. The Provider is responsible for providing supplies and furnishings considered to be room and board, such as bedroom and household furnishings, laundry facilities and supplies, linens and towels, and other household goods and supplies.
3. The Provider is responsible for round-the-clock and year-round supervision of residents as appropriate, including periods of time where the resident(s) is/are home from normally scheduled day programming and/or work due to the resident taking time off for vacation, sick, work closing, weather closings, etc. The Provider is responsible to arrange for situations where respite is needed due to the inability of the Provider to provide services on a short-term basis (vacations, illnesses, travel of the Provider, etc.), with the cost to be borne by the Provider. The Provider is to notify the Purchaser whenever the client is not under the direct care of the Provider for an extended period of time.
4. The Provider will perform other activities and assists that are appropriate, as directed by the Purchaser.
5. The Provider is to interact with the client in a manner that is respectful and age appropriate. Any form of physical punishment or verbal abuse is strictly prohibited.
6. The Provider is to assist the client in managing his/her personal spending money and recording its use. Personal spending money is to be used for personal needs which are not considered to be room and board in nature. The Provider is to ensure that non-exempt client cash resources do not exceed \$200 at any given time. Items purchased with client personal spending money is to remain the property of the client.
7. The Provider is to promote resident participation in daily activities designed to provide needed stimulation and variety consistent with interests of the resident. Examples of specific activities include: choice of individual activities such as books and magazines, cards, sewing, crafts; choice of outdoor activities such as walking, sitting, social events; participation in planning and taking outings; and, opportunities for indoor and outdoor exercise. Accommodations are to be made for special needs of specific residents; examples may include large print, books on tape, phone adaptors, adaptive utensils and equipment, and other items to assist handicapped individuals.
8. The Provider will support and assist the client as needed to expand social relationships with natural family, friends, neighbors, and other household members, by arranging or assisting in the arrangement of contacts with family and friends, assisting with phone use as needed, helping with letter writing as needed, and other assists as needed. The Provider will keep the residents' family, guardian, etc. informed of the residents' status as appropriate and authorized.
9. The Provider will inform the resident(s) about community activities which may be consistent with the residents' personal interests, and arrange for or provide for participation. The Provider will also inform the resident about health and social services which may benefit the resident.
10. The Provider will provide transportation, at no additional charge to the Resident or the Purchaser, on an as-needed basis for medical services (e.g. doctor appointment, eye appointments, dental appointments, counseling, etc.), shopping, banking, hair and beauty appointments, educational or training programs, religious services and activities, social/recreational events, visits to family and friends, and transportation to and from day programs and work. Exceptions to this general rule must be specified on the %Contract Summary+. The cost of transportation is included in the alternate care service rates.
11. The Provider is responsible to see that the client has medical and dental examinations on a routine basis, and to keep records concerning such. Within thirty days of placement, the Provider must see to it that the client is medically screened for communicable diseases.

Signature of Provider

Administrative Services Division Manager, JCHS

Date of Signature

Date of Signature